

ADDENDUM

Attachments

- Errata (three pages)
- Corrected Pages

CORRECTIONS TO APPLICATION SUBMISSION PACKAGE AND FORM 202

FORM 202

Page 2, under **Special Needs Met**, delete “Licensed” before “assisted living facilities, and capitalize the word “assisted”.

List additional types of special needs to be met, such as:

Group homes for ex-offenders, substance abusers and juveniles

Housing for the elderly

Foster care housing

Centers and housing for immigrants

APPLICATION SUBMISSION PACKAGE

Page ii.

Delete “Appendix 3: Business Plan – For Community Center Service Providers and Special Needs Providers”

Page 10

Lines 4 and 5, delete words “Appendix 3 – Business Plan for Community Centers and Special Needs Projects”

Line 20, Delete “N. Business Plan” and re-alphabetize the list.

Under Note 3, first line, delete the words “and special needs housing”; and in line 2, delete words “Business Plan”.

Page 13

Delete all language related to “Community Support Requirements” and insert in its Place:

“Project Support

Please provide any and all letters of support for project.”

Delete entire section entitled “New Community Support Requirements” and insert the following section in its stead:

Add Heading:

“Advisory Neighborhood Commission Notice Requirements”

“In accordance with the Home Rule Act and the Advisory Neighborhood Commissions Act of 1975, D.C. Law 1-58, March 26, 1976, codified at DC Official Code §1-309.10 (2003), the Department is required to provide notice to Advisory Neighborhood Commissions (ANCs) before the award of any grant funds to a citizen organization or group if the award is of significance to neighborhood planning and development in the affected commission area. ANCs are entitled to a thirty (30) day comment period to submit written or oral comments and recommendations to the Department in response to any proposed funding award. If comments are received, the Department is required to respond to all legally relevant recommendations prior to making a final decision on any funding award.”

Page 24

Special Needs Housing. Delete the second sentence that begins “Single room occupancy . . .”.

Page 34, APPENDIX 1

Under **Background**, first sentence, first line, after the word “project”, insert words “and support services (if applicable)”.

Under **Sponsorship**, No. 1, second line, after the word “mission”, insert the words “and objectives”. Third line, after word “development”, insert words “and support services (if applicable)”. Sixth line, between words “real estate”, and “activities”, insert words “and support service (if applicable). Seventh line, after sentence ending with “responsibilities”, add following language: “Please provide information regarding any planned staff additions for this project of direct service providers (if applicable). The information provided should include: Position, primary responsibility and authority, recruitment process, timing of employment, unique skill or anticipated contributions to the project’s success.”

Under **Sponsorship**, No. 2:

Lines 2 and 3, delete words “real estate development.”

Line 5, after words “real estate activities”, insert words “and support services (if applicable)”; and add following additional language after end of sentence: “Please provide information regarding any planned staff additions for this project of direct service providers (if applicable). The information provided should include: Position, primary responsibility and authority, recruitment process, timing of employment, unique skill or anticipated contributions to the project’s success.”

Line 6, delete word “number” after “organization” and insert “members” in its place; delete word “specific” and insert “identify” in its place; delete word “of” after “areas”; and delete the words “might be helpful” and insert “present challenges” in its place.

Page 35

Under **Supportive Services**, first sentence, between words “the” and “supportive”, insert “funding sources and contract terms thereof (if applicable) of”; and at the end of the paragraph, delete the word “briefly”, ending the sentence with “qualifications.”

Under **Market Overview**, 2nd sentence, after word “evidence” add the phrase “(include quantitative data)”. After the paragraph for **Market Overview**, insert the following:

Add Heading:

“Social Objectives”

“Define individual and community service benefits being provided and gained.”

Page 35

Under the continuation of **Project Financing**, include language from Appendix 2B, page 44 related to “Financial Analysis” and “Financial Highlights”.

Page 38

Under Appendix 2A, delete “B. Business Plan” and all language related to the Business Plan.

Pages 42 – 45 – Delete all of Appendix 3.

Page 46, APPENDIX 4

Line 5 of the Title, delete the words “AND SPECIAL NEEDS PROJECTS”

Last paragraph, second line, delete “and a Business Plan.”

PROJECT INFORMATION

Amenities *(mark all that apply)*

Cable Access

Transportation Services

Carpet

Dishwasher

Disposal

Microwave

Laundry Facilities

Washer/Dryer Hook-up

Other: _____

Other: _____

Other: _____

Other: _____

Type of Project *(mark all that apply)*

Acquisition of Existing Building(s)

Substantial Rehabilitation *(over \$30,000 per unit)*

Moderate Rehabilitation *(under \$30,000 per unit)*

New Construction

Community/Commercial Facility

Home Ownership Project

Existing Building Information *(complete all that apply)*

Percentage currently occupied

Project includes historic rehabilitation?

Project involves the permanent relocation of tenants?

Project involves the temporary relocation of tenants?

Year the building was built

%

Yes No

Yes No

Yes No

Number of Residential Buildings

Garden (walk-up)

Townhouse

Detached

Semi-detached

Elevator (< 5 floors)

Mid-rise (5-10 floors)

High-rise (> 10 floors)

Total Buildings

Total Land Area *(acres)*

Total Building Area *(gross square footage)*

Residential Units: Low-Income

Residential Units: Market

Nonresidential Units

Common Space:

circulation (hallways, stairways etc.)

recreation:

other:

Total Gross Square Footage

Type of Occupancy *(show number of units)*

Families

Elderly

Commercial

Special Needs

Total Units

Special Needs Met *(show number of units)*

Assisted living facilities.

Homeless shelters or transitional housing for the homeless.

Housing targeting people with disabilities (barrier-free housing).

Group Homes for ex-offenders, substance abusers and juveniles

Housing for the elderly

Foster care housing

Centers and housing for immigrants

Other: _____

Total Special Needs Units

Preservation of affordable units with expiring federal subsidies

Yes No

Project Summary Information – Pages 21-22..... 31

20-Year Operating Pro Forma – Pages 23-24..... 32

Section 6: Application Forms..... 33

Appendix - 1: Project Narrative Format

Appendix - 2A: Introduction to the Feasibility Study

Appendix - 2B: The Feasibility Study

Appendix - 4: Space Utilization Table -
Feasibility Study Outline For Community Centers and Special Needs Projects

The following components, in the order listed, *with any attachments*, must be included in the application submission. All application forms and attachments are contained in Section 6 of this package. Also required are (**Appendix 1** - Project Narrative, **Appendix 2A** - Introduction to the Feasibility Study, **Appendix 2B** - Feasibility Study, and **Appendix 4** - Space Utilization Table).

DFD Financing Application (Form 202)

- A. Application with Cover Page and Authorized Signatures
- B. General Information – (***Narrative and Form 202**)
- C. Development Team Information
- D. Community Revitalization Information
- E. Project Income (rental projects and community facilities)
- F. Project Expenses
- G. Uses of Funds
- H. Sources of Funds
- I. Project Summary Information
- J. 20-Year Operating Pro forma
- K. Signature Forms
- L. Monitoring Certification****
- M. Feasibility study*****
- N. Space Utility Plan*****
- O. Form 212 and 215 *******
- P. Low Income Housing Tax Credit (if Applicant is applying for LIHTC).*******

Management Agent's Qualifications – Rental (Form 209)
Summary Cost Estimate (**Form 212)

Exhibits (with attached forms) and Certifications documents, including Contract Affidavit, Qualifications statements, and Monitoring Certification Forms and Lead Safe Housing/Fair Housing.

***Note 1:** A Narrative is required with all proposal submissions. A narrative format is included as Appendix 1 of the Application Submission Package.

****Note 2:** An individual authorized to obligate your organization must sign the Application Cover Page. By signing the application, the authorized person is also attesting to the truthfulness of the information supplied in the application. The "Monitoring Certification Form" must also be signed. Unsigned applications will not be accepted.

***** Note 3:** Proposal seeking funding for community centers must complete the Feasibility Study, and Space Utilization Plan . Examples of these documents are contained in the Application Submission package.

******Note 4:** The Summary Cost Estimate (Form 212) is Required As Part of the RFP Preliminary Application For Funding; and the Detailed Cost Estimate (Form 215), included with the Application, must be completed by the final application deadline for projects selected for underwriting. It is not required as part of this RFP Preliminary Application for funding.

*******Note 5.** Proposals or projects requiring Low Income Housing Tax Credits (LIHTC) will be subject to revisions to the Qualification Allocation Plan, which will be published not later than August 15, 2004.

Additional information on application submission can be found in the Request for Proposals.

Project Support -- Please provide any and all letters of support for the project.

Advisory Neighborhood Commission Notice Requirements

“In accordance with the Home Rule Act and the Advisory Neighborhood Commissions Act of 1975, D.C. Law 1-58, March 26, 1976, codified at DC Official Code §1-309.10 (2003), the Department is required to provide notice to Advisory Neighborhood Commissions (ANCs) before the award of any grant funds to a citizen organization or group if the award is of significance to neighborhood planning and development in the affected commission area. ANCs are entitled to a thirty (30) day comment period to submit written or oral comments and recommendations to the Department in response to any proposed funding award. If comments are received, the Department is required to respond to all legally relevant recommendations prior to making a final decision on any funding award.”

Site Requirements

1. Site Control: Sponsors must have sufficient site control to allow projects to move forward if they receive a reservation of funds. At the time of application, site control should extend for at least 180 days after the application deadline date (including extension options) with an option to continue the control for another 180 days. Acceptable evidence of site control includes deeds, contracts of sale, leases, purchase options or other forms at the Department’s discretion.

2. Utility Availability: Evidence that public water, sewer, electric, gas, telephone and other utility services are at project sites or will be available during the construction or rehabilitation period must be provided. Acceptable evidence of utility availability may include a letter from the development team’s civil engineer, the utility company providing the service, a responsible local official or, for existing buildings, copies of recent utility bills.

3. Zoning: Properties should be properly zoned for their intended use. If a zoning change, variance or exception is required, sponsors must provide the following information in the application:

- Documentation illustrating the present status of the proposed zoning change, the local planning and zoning process;
- Contact information for a local official familiar with the project and responsible for the approval process; and
- A detailed schedule with projected dates for obtaining the required approvals corresponding to the project schedule in the application (Form 202).

Existing Building Information. For the rehabilitation of existing buildings indicate the current percentage of units occupied; whether the rehabilitation will include compliance with historic standards; whether tenants will be permanently or temporarily relocated during the rehabilitation; and the year the building was originally constructed.

Number of Residential Buildings. Show the total number of each type of building included in the project's design.

Total Land Area. Show the total acreage of the project site(s).

Total Building Area. Show the gross square footage of all buildings in the project.

Type of Occupancy. Indicate the number of units that will be occupied by individuals or families, the elderly, for commercial uses or for special needs.

Special Needs Housing. Show the number of units that will serve special housing needs. If a listed option does not describe your project, show the units under other and provide a brief description.

Preservation of Affordable Units. If the project involves the preservation of affordability units for a building with expiring federal subsidies, indicate so here.

Occupancy Restrictions of Project. Show the number of units that will be income restricted at each income level. All units in the project should be included. Changes to income restrictions after approval could cause the loss of a funding reservation.

Low-Income Use Restrictions. Indicate the total number of years for which low-income units in the project will be restricted for occupancy.

Anticipated Development Schedule. Show the month and year that each stage of the development has been or is scheduled to be completed. For site control, indicate if the sponsor currently has site control, the date control expires and the expected date the ownership entity will acquire the site. Acceptable forms of site control include deeds, contracts of sale, leases with purchase options or other forms acceptable to the Department. For zoning, indicate the current zoning. If a change or variance of the zoning is necessary, show the date of application, final hearing and final approval. For applications with Low-Income Housing Tax Credits, a sponsor must (a) incur costs in excess of 10% of the reasonably expected basis of the project (the "10% expenditure test") by the later of (i) the date which is six months after the date the Carryover Allocation is issued, or (ii) the end of the year in which the Carryover Allocation is issued; and (b) place the project in service by the end of the second year following the year of the Carryover Allocation. Failure to meet these requirements will result in the loss of the Tax Credits for the project.

Substantial completion is the date when 95% of the rehabilitation or construction is complete, all certificates of use and occupancy have been issued, and the architect has issued the certificate of

**APPENDIX 1 –
PROJECT NARRATIVE FORMAT**

Project Name

Address

Background

Briefly summarize the nature of the proposed project and support services (if applicable), including the amount and type of financing, and a brief description of the community in general. How did this specific project originate? Also, give a brief history of the relationship between members of the development team.

Sponsorship

Describe the sponsoring organization and its capacity to complete the proposed project. How long has the organization been in existence?

1. If a non-profit organization provide the date organization was incorporated, and 501(c) (3) status. Who started the group and why? What is the mission and objectives of the organization, the size and composition of the staff? State the organization's real estate development and support services (if applicable) track record, particularly with regard to projects similar to the one proposed. What are the organization's accomplishments (include dates and current programs). List key staff members involved in real estate and support service (if applicable) activities, and explain their relevant experience and responsibilities. Please provide information regarding any planned staff additions for this project of direct service providers (if applicable). The information provided should include: Position, primary responsibility and authority, recruitment process, timing of employment, unique skill or anticipated contributions to the project's success. Also discuss the overall composition of the board (number, % within the neighborhood), and specific areas of expertise of board members which might be helpful to the organization during development of the proposed project. Provide an overview of the financial position of the organization. Current and past sources of operational support (include source, amount, and dates).

2. If a for-profit organization, describe the legal structure, who are the principals of the entity, the size and composition of the staff. State the organization's track record, particularly with regard to projects similar to the one proposed. What are the organization's accomplishments (include dates and current programs). List key staff members involved in real estate and support service (if applicable) activities, and explain their relevant experience and responsibilities. Please provide information regarding any planned staff additions for this project of direct service providers (if applicable). The information provided should include: Position, primary responsibility and authority, recruitment process, timing of employment, unique skill or anticipated contributions to the project's success. Also discuss the overall composition of the organization members, and identify areas which present challenges to the organization during development of the proposed project. Provide an overview of the financial position of the organization. Current and past sources of operational support (include source, amount, and dates).

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Neighborhood Description

Discuss accessibility to public transportation, retail and other services, recreation and healthcare facilities, employment opportunities. Describe the general character of the neighborhood, including age, condition and type of housing stock, development activity, and any other major uses. Provide demographic information—median income, major employers, major institutions, etc.

new page 35

Site Description

Describe the site or sites: location - the neighborhood, cross streets, and addresses, visibility within neighborhood; significant features, topography, prior uses, etc.; physical status—size of parcel (in square footage or acreage as appropriate) and type of property (vacant land, vacant building, occupied building, etc.); type of improvements—materials, condition, number of existing units; current ownership and status of purchase agreements, options, etc.

Development Team

Who will be the contact person at the organization to coordinate the work?

- Developer—If different from sponsor, summarize qualifications and experience with projects of similar size, type, and financing.
- General Contractor—Explain qualifications of the selected or anticipated contractor, including age of firm. If not yet selected, explain the selection process—competitive bid, negotiation, RFP, etc.
- Architect—Experience and qualifications of the design firm. Specifically describe relevant project experience.
- Property Management—Qualifications, number of properties and units managed, number and type of staff, nonprofit or for-profit company, where based.
- Consultant—If used, explain qualifications and experience, as well as the role this individual or firm will play in the project.
- Construction Manager—if any

Supportive Services

Describe the funding sources and contract terms thereof (if applicable) of supportive services to be provided to tenants or homebuyers at the property, and state who will provide those services. If outside entities will be used, please describe their qualifications.

Market Overview

Define the market area; discuss vacancy and absorption rates, average rents or sales prices; explain the specific need for the project. Describe evidence (include quantitative data) of the demand by the targeted population for this type of project. What income level and household size will the project target?

Social Objectives

Define individual and community service benefits being provided and gained.

Project Financing

For each phase of financing listed below, identify and discuss the status of all anticipated funding sources. If possible, identify participants, mention dates of commitment letters, application deadlines, anticipated award dates, etc.

Page 35a

Financial Analysis

The purpose of a financial analysis is to indicate the venture's potential and timetable for

financial viability. It can also serve as an operating plan for financial management of the project.

- Project development costs
 - Operating costs
 - Fixed costs
 - Three-year projections (becomes more necessary in business plan)
 - a. Income statement
 - b. Cash flow statement
 - c. Balance sheet
 - d. Compare projections with industry standards
(RMS or Dun & Bradstreet)
 - e. List assumptions upon which the projections are
based
 - Sources and uses of funds
 - Loan repayment schedule - (Provide detailed current information on the status of all fund raising efforts to reach a particular goal.
-

Acquisition and Predevelopment:

APPENDIX - 2A

Introduction to the Feasibility Study

The purpose of the feasibility study is to examine critical opportunities and obstacles that might make or break the proposed project. The feasibility study should give the sponsors a good idea of whether the proposed project is likely to be successful. In addition to the elements in Application Appendix 2B, the feasibility study must account for all space within the project; provide a schedule of use from 6am to 12 midnight for every day of the week; and provide a space utilization table. (See Appendix 4).

- A. The Feasibility Study.** This is a brief description of what is planned. Project scope and objectives should be enumerated. The critical constraints on the project should be outlined. The type of resources required and available should be specified. The summary should include a statement of how the project complements neighborhood and city developmental goals. The objectives of the project should be very detailed in outlining what the project is expected to achieve and how the achievements will contribute to overall goals of the project. The performance measures for evaluating the achievement of the objectives should be specified.

- B. Space Utilization Plan.** This should detail the operating times of the proposed center and the utilization of space within the proposed center.

APPENDIX - 4
Space Utilization Table

FEASIBILITY STUDY
OUTLINE FOR
COMMUNITY CENTERS

Develop a table similar to this table and list all proposed building occupants:

Sample:

	Occupant	Floor(s)	Gross Square Footage
1.	Youth Program	1	120
2.	Computer Program	1	240
3.	Community Room		
4.	Police Substation/Room	basement	
5.	Laundry Room	basement	
6.	Child Dev. Ctr.		
7.	Counseling Room		
8.			
9.			
10.			
11.	Common Areas	all	1000
Total Gross Square Footage			?

1. Identify all projects, buildings which provide or may provide similar services and indicate their proximity to your project/building;
2. Identify all day care facilities in the community, indicate their proximity to your project/building and indicate the number of children each facility can legally accommodate;
3. Show need for day care facility in your center; and
4. Show need for other services to be provided in center.

All funding requests for non-housing related projects, such as community centers and recreation centers must be accompanied by a Feasibility Study.

This is final version of segment on Community Centers